

CLASS TITLE:

**ASSOCIATE DIRECTOR -
JUVENILE CORRECTIONAL
SERVICES**

Class Code: 02599700

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administrative and supervisory work in the overall planning, direction and evaluation of the State's juvenile correctional system and juvenile probation and parole services; to manage all custodial, correctional, educational, and rehabilitative services of the Rhode Island Training School for Youth; Youth Career Education Center, and Juvenile Diagnostic Center; to be responsible for the administrative services of the division including the provision of routine accounting and fiscal management services; to be responsible for the provisions of support services such as building maintenance, transportation and other services; and to do other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director, Family Life Services, with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance to laws policies, rules and regulations and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews evaluates the work of professional, custodial, technical, clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administrative and supervisory work in the overall planning; direction and evaluation of the state's juvenile correctional system and juvenile probation and parole services.

To manage all custodial, correctional, educational and rehabilitative services of the Rhode Island Training School Juvenile Diagnostic Center and Youth Career Education Center.

To be responsible for the planning, developing and coordinating of the overall management of fiscal matters within the division.

To be responsible for the efficient use, maintenance and protection of all physical facilities within the division.

To assist the Associate Director – Family Life Services in the Formulation of departmental policy and procedures for the division.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to propose future plans and budget allocations based on this evaluation.

To be responsible for planning, coordinating and directing a statewide juvenile probation and parole service.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Associate Director – Family Life Services on program planning and implementation, budget requirements and on staffing needs.

To assist Associate Director – Family Life Services in the negotiations of labor contracts with the several bargaining units.

To maintain an effective public relations program which will provide an understanding of the department's policies, functions and objectives of the various programs.

To work with civic and religious organizations providing social rehabilitative and youth services to community.

To review existing laws, proposed legislation, rules and regulations and make recommendations to the Director.

To direct and coordinate any similar correctional programs which may be assigned.

To attend various meetings and conferences as required.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of administering a juvenile correctional program in compliance with state rules and regulations, and federal laws; the ability to plan and direct the execution of fiscal and management method studies and the composition of reports thereon; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; the ability to direct the various institutional probation and parole social and treatment programs and to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to improve the effectiveness of such programs; the ability to plan, coordinate, supervise and review the work of a subordinate staff; the ability to administer an effective public relations program; the ability to maintain an effective working relationship with subordinates, associates and supervisors, and with the public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree from a recognized institution of high learning in social work, psychology or public administration preferably with a concentration in corrections or child welfare; and

Experience: Such as may have been gained through: considerable employment in an administrative position in a public or private social agency involving correctional, rehabilitative or youth service program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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